



Patrick W. Henning, Director  
October 12, 2009  
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Arnold Schwarzenegger  
Governor

Ms. Elaine Craig, Executive Director  
Madera County Department of Education  
Employment Training Office  
209 East 7<sup>th</sup> Street  
Madera, CA 93638

Dear Ms. Craig:

WORKFORCE INVESTMENT ACT  
FISCAL AND PROCUREMENT REVIEW  
FINAL MONITORING REPORT  
PROGRAM YEAR 2008-09

This is to inform you of the results of our review for Program Year (PY) 2008-09 of the Madera County Workforce Development Office's (MCWDO) Workforce Investment Act (WIA) grant financial management and procurement systems. This review was conducted by Ms. Molly Maloney and Mr. Francisco Macias from July 27, 2009, through July 31, 2009. For the fiscal portion of the review, we focused on the following areas: fiscal policies and procedures, accounting system, reporting, program income, expenditures, internal control, allowable costs, cash management, cost allocation, indirect costs, cost/resource sharing, fiscal monitoring of subrecipients, single audit and audit resolution policies and procedures for its subrecipients, and written internal management procedures. For the procurement portion of the review, we examined procurement policies and procedures, methods of procurement, procurement competition and selection of service providers, cost and price analyses, contract terms and agreements, and property management.

Our review was conducted under the authority of Section 667.410(b)(1), (2) & (3) of Title 20 of the Code of Federal Regulations (20 CFR). The purpose of this review was to determine the level of compliance by MCWDO with applicable federal and state laws, regulations, policies, and directives related to the WIA grant regarding financial management and procurement for PY 2008-09.

We collected the information for this report through interviews with representatives of MCWDO, a review of applicable policies and procedures, and a review of documentation retained by MCWDO for a sample of expenditures and procurements for PY 2008-09.

### **BACKGROUND**

The MCWDO was awarded WIA funds to operate a comprehensive workforce investment system by way of streamlining services through the One-Stop delivery system. For PY 2008-09, MCWDO was allocated: \$764,212 to serve 3,747 adult participants; \$750,141 to serve 226 youth participants; and \$591,894 to serve 116 dislocated worker participants. MCWDO transferred \$591,894 of \$592,823 of dislocated worker funds to the adult program.

For the quarter ending June 2009, MCWDO reported the following expenditures for its WIA programs: \$1,070,124 for adult participants; \$750,141 for youth participants; and \$949 for dislocated worker participants. In addition, MCWDO reported the following enrollments: 2,507 adult participants; 150 youth participants; and 108 dislocated worker participants.

### **FISCAL REVIEW RESULTS**

We conclude that, overall, MCWDO is meeting applicable WIA requirements concerning financial management.

### **PROCUREMENT REVIEW RESULTS**

We conclude that, overall, MCWDO is meeting applicable WIA requirements concerning procurement.

This report contains no findings or concerns; therefore, we are issuing this report as the final report.

Because the methodology for our monitoring review included sample testing, this report is not a comprehensive assessment of all the areas included in our review. It is MCWDO's responsibility to ensure that its systems, programs, and related activities comply with the WIA grant program, federal and state regulations, and applicable state directives. Therefore, any deficiencies identified in subsequent reviews, such as an audit, would remain MCWDO's responsibility.

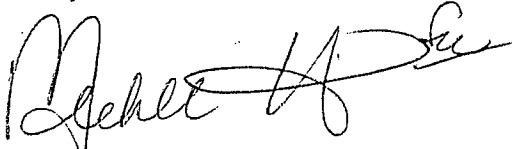
Ms. Elaine Craig

-3-

October 12, 2009

Please extend our appreciation to your staff for their cooperation and assistance during our review. If you have any questions regarding this report or the review that was conducted, please contact Ms. Mechelle Hayes at (916) 654-1292.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessie Mar", with a stylized flourish extending to the right.

JESSIE MAR, Chief  
Compliance Monitoring Section  
Compliance Review Office

cc: Greg Gibson, MIC 50  
Jose Luis Marquez, MIC 50  
Daniel Patterson, MIC 45  
Roger Schmitt, MIC 50